EXHIBIT H

The Windows Interface Guidelines — A Guide for Designing Software

Microsoft® Windows®

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Contents

CHAPTER 4

Input Basics

A user can interact with objects in the interface using different types of input devices. The most common input devices are the mouse, the keyboard, and the pen. This chapter covers the basic behavior for these devices; it does not exclude other forms of input.

Mouse Input

The mouse is a primary input device for interacting with objects in the Microsoft Windows interface. Other types of pointing devices that emulate a mouse, such as trackballs, fall under the general use of the term "mouse."

For more information about interactive techniques such as navigation, selection, viewing, editing, transfer, and creating new objects, see Chapter 5, "General Interaction Techniques."

Mouse Pointers

The mouse is operationally linked with a graphic on the screen called the *pointer* (also referred to as the *cursor*). By positioning the pointer and clicking the buttons on the mouse, a user can select objects and their operations.

As a user moves the pointer across the screen, its appearance can change to provide feedback about a particular location, operation, or state. Table 4.1 lists common pointer shapes and their uses.

Table 4.1 Common Pointers

Shape	Screen location	Indicates available or current action
	Over most objects	Pointing, selecting, moving, resizing.
	Over text	Selecting text.
	Over any object or location	Processing an operation.
	Over any screen location	Processing in the background (application loading), but the pointer is still interactive.
	Over most objects	Contextual Help mode.
	Inside a window	Zooming a view.
	Along column gridlines	Resizing a column.
	Along row gridlines	Resizing a row.
	Over split box in vertical scroll bar	Splitting a window (or adjusting a split) horizontally.
	Over split box in horizontal scroll bar	Splitting a window (or adjusting a split) vertically.

	Over any object	Not available.

Your software can define additional pointers, as needed.

Each pointer has a particular point—called a *hot spot*—that defines the exact screen location of the mouse. The hot spot determines what object is affected by mouse actions. Screen objects can additionally define a hot zone; the *hot zone* defines the area the hot spot must be within to be considered over the object. Typically, the hot zone coincides with the borders of an object, but it may be larger, or smaller, to make user interaction easier.

Mouse Actions

All basic mouse actions in the interface use either mouse button 1 or button 2. By default, button 1 is the leftmost mouse button and button 2 is the rightmost button. The system allows the user to swap the mapping of the buttons.

Note For a mouse that supports three buttons, button 2 is the *rightmost* button, not the center button.

The following are the common behaviors performed with the mouse.

Action	Description
Pointing	Positioning the pointer so it "points to" a particular object on the screen without using the mouse button. Pointing is usually part of preparing for some other interaction, because the mouse pointing action is often an opportunity to provide visual cues or other feedback to a user.
Clicking	Positioning the pointer over an object and then pressing and releasing the mouse button. Generally, the mouse is not moved during the click, and the mouse button is quickly released after it is pressed. Clicking identifies (selects) or activates objects.
Double-clicking	Positioning the pointer over an object and pressing and releasing the mouse button twice in rapid succession. Double-clicking an object typically invokes its default operation.
Pressing	Positioning the pointer over an object and then holding down the mouse button. Pressing is often the beginning of a click or drag operation.
Dragging	Positioning the pointer over an object, pressing down the mouse button while holding the mouse button down, and moving the mouse. Use dragging for actions such as selection and direct manipulation of an object.

For most mouse interactions, pressing the mouse button only identifies an operation. User feedback is usually provided at this point. Releasing the mouse button activates (carries out) the operation. An operation that automatically repeats is an exception—for example, pressing a scroll arrow.